AIRSIDE DRIVING AUTHORITY (ADA) LEVEL 2 PRACTICAL OBSERVATION LOGBOOK

Candidate Name: .....

ASIC Number: .....

INTRODUCTION

This logbook is an essential component of the Airside Driver Authority (ADA) Level 2 training at Melbourne Airport. It is designed to ensure candidates develop and demonstrate the required competencies to operate vehicles safely in the airside environment.

The logbook provides a structured framework for supervised driving practice, allowing candidates to apply the knowledge gained in online and classroom training under real-world conditions. Successful completion of the required logged hours and adherence to Melbourne Airport's Airside Vehicle Control Handbook is necessary for obtaining an ADA Level 2.

SUPERVISING DRIVER REQUIREMENTS

The supervising driver plays a critical role in assessing and supporting the candidate's development. To qualify as a supervisor, an individual must:

- Have held their ADA Level 2, 3 or 4 for at least one (1) year.
- Be endorsed by their organisation as a trusted driver.
- Have read the section on Supervising Drivers on the Airside Vehicle Control Handbook.

Supervising drivers are responsible for objectively evaluating the candidate's understanding and ensuring all driving activities align with airside safety protocols.

LOGBOOK CONDITIONS

To successfully complete this logbook and obtain an ADA Level 2, candidates must meet the following requirements:

- Completion of ten (10) logged hours, at least two (2) of which must be at night (post-sunset and pre-sunrise).
- Logged hours must be completed within three (3) months of classroom training.
- The ADA Level 2 will be issued only upon the successful completion of the 10 logged hours.
- Dispensation may be issued by the Airfield Operations Manager and must be submitted in writing (email to Airdat Support) e.g. evening only shift workers, companies operating less than a year, or support provided by other companies to enable supervised driving.

The following criteria must be observed or assessed during the 10 hours of driving. Where its reasonably impracticable to assess a criteria (i.e. reporting incidents to the IOC, the Supervising Driver must use verbal questioning to assess competence).

By maintaining accurate records and following assessment guidelines, this logbook ensures that candidates develop the situational awareness, operational competency, and compliance required for safe airside driving.

ADA LEVEL 2 PRACTICAL OBSERVATION LOGBOOK

Candidate Name: .....

ADA LEVEL 2 DRIVER CRITERIA	CANDIDATE	SUPERVISOR	VERBAL QUESTIONING
1. Vehicle condition checked for: a. Serviceability b. Lighting c. Fuel d. Authority to Use Airside (AUA) or vehicle permit	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐
2. Driving conducted in accordance with the Melbourne Airport Airside Vehicle Control Handbook: a. Seat belts b. Amber beacon c. High visibility vest (dayglow yellow) d. Driving within the apron areas e. Driving within the speed limit f. Maintaining distance from aircraft g. Drives only on bays where there is an operational requirement	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐
3. Driving conducted in accordance with the Melbourne Airport Airside Vehicle Control Handbook: a. Apron Service Road b. Apron Limit Line c. Live Taxiway Crossing d. Taxilane Crossing e. Stop for Taxiing Aircraft f. Aircraft Parking Clearance Line g. Equipment Staging Area and Equipment Storing Area h. Hazard areas, fuel hydrants i. Unserviceable areas and Engine Ground Run (Engine Ground Run Cones) j. Traffic Warning Systems k. Aircraft and Pushback Markings	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
4. Situational awareness of aircraft, vehicles, personnel, environment is maintained: a. Ability to identify aircraft pushback and arrival b. Observes right of way	☐ ☐	☐ ☐	☐ ☐
5. Follow Melbourne Airport and company procedures relating to: a. Drug and Alcohol Management Plan (DAMP) and fatigue management b. Work Health and Safety (WHS) c. Parking areas d. Height clearances on airside e. Low visibility procedures, when applicable f. Thunderstorms and high winds, when applicable g. Picks up Foreign Object Debris (FOD), if present h. Supports clean up of spills, if required i. Reporting incidents to the Integrated Operations Centre (IOC) j. Following instructions including compliance with Airside Safety Officer (ASO) instructions.	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

All criteria items on Candidate and Supervisor must be checked. Where its reasonably impracticable to assess a criteria i.e. reporting incidents to the IOC, the Supervising Driver must use verbal questioning to assess competence and tick the Verbal Questioning column.

ADA LEVEL 2 PRACTICAL OBSERVATION LOGBOOK | RECORD OF COMPLETION

	DATE OF DRIVE	DRIVE START & END TIME	CONDITIONS (DAY/NIGHT)	DRIVE LENGTH (MINS)	SUPERVISING DRIVER NAME	SUPERVISING DRIVER ASIC #	SUPERVISING DRIVER ADA CATEGORY	SUPERVISING DRIVER SIGNATURE
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

In supervising this driving application, I certify that the applicant has complied with the above requirements and those included in accordance with Melbourne Airport Airside Driving Authority Level 2 Handbook, Driver Guide, and Airside Vehicle Control Handbook.

Candidate Name _____

Candidate ASIC _____

Candidate Company _____

Candidate Signature _____